

D-7800  
ADM 1.10

MEMORANDUM

To:

Regional Director, PN, MP, LC, UC, GP  
Attention: PN-3701 (Fraser), PN-3702, PN-3703, MP-800 (Manring),  
LC-3103, UC-443 (Ashbaker), UC-440, UC-450, GP-3800  
Area Manager, Phoenix AZ, Attention: PxAO-8000,  
PxAO-8300 (Garey) (Martin)  
Director, Administrative Service Center  
Attention: D-2940  
Director, Management Services  
Attention: D-7800, D-7810

From: John D. Sulentic  
Leader, Acquisition and Assistance Management Services

Subject: Reclamation Acquisition Regulation (RAR) Revision Project Electronic  
Transmittal (ET) No. 97-01, Supplement 1

1. Purpose: To transmit revisions to the RAR.
2. Effective date: Effective on October 3, 1996.
3. Expiration date: In effect until further revision.
4. Background: This memorandum (and its supplements) is established to issue final acquisition regulation revisions during fiscal year 1997. Supplements will be issued to implement corrections and updates to the RAR.
5. Explanation of changes: Section WBR 1437.8003 is revised to add payment procedures for Off-the-Shelf training services through use of the Governmentwide Purchase Card. Specifically, a new paragraph c. is added in accordance with the attached memorandum.
6. Action required:
  - a. Pen and ink changes: None.
  - b. Filing instructions. Replacement page is contained in Attachment 1.

Remove Pages:

WBR 1437.8000

Replace Pages:

WBR 1437.8001

7. Point of contact: James W. Craig, (303) 236-3750 extension 334.

Attachments

bc: D-7800  
D-7800 (Craig) (3 copies)

WBR:JCraig:10/3/96:63750, ext. 334  
H:\home\jcraig\et97-01.01

D-7800  
ACM-1.10

MEMORANDUM

To: Leader, Human Resources Development Group  
Attention: D-4100

From: Lois A. Webb  
Agency Program Coordinator - Purchase Card

Subject: Delegation of Authority - Purchase of Training Through Use of the  
Governmentwide Purchase Card

In accordance with the attached Reclamation Acquisition Regulation (RAR) Part WBR 1437, and General Accounting Office (GAO) Decision No. B-201608, employees designated by the Leader, Human Resources Development Group are authorized to purchase training through the use of the Governmentwide Purchase Card.

Reclamation Acquisition Regulation Part WBR 1437, Subpart WBR 1437.80, prescribes policies and procedures for obtaining training services and training materials through the use of Standard form (SF) 182, Request, Authorization, Agreement, and Certification of Training. (See revision to WBR 1437.8003)

GAO Decision No. B-201608, dated December 30, 1980, permits use of the SF-182 for acquiring training from a non-Government source (off-the-shelf training) without involvement of the acquisition office in the approval or payment process except when special arrangements are necessary, or group discounts can be negotiated.

The single purchase limit for payment of training through use of the Purchase Card will be determined by the Leader, Human Resources Development Group up to \$100,000.

The single purchase limit for obtaining office supplies or services other than off-the-shelf training is limited to \$2,500.

You are encouraged to utilize the Purchase Card to the maximum extent in order to streamline the process and reduce cost for purchasing training.

Attachments

cc: Mary McGarvey, Department of the Interior, 1849 C St., NW., MIB-MS5512,  
Washington, DC 20240

bc: D-7800 (all)

WBR:LWebb:law:10/2/96:63750, 322  
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